

# FAUQUIER COUNTY & FAUQUIER COUNTY SCHOOL BOARD

## PROCUREMENT PURCHASING CARD PROCEDURES MANUAL

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### APPENDIX – A

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## 1.0 Overview

- 1.0.1. The Procurement Purchasing Card is established for use by both Fauquier County and the Fauquier County School Board, herein collectively referred to as “County” for convenience (as is also referenced in the Procurement Policy and Procedures). The Procurement Purchasing Card is intended to streamline and simplify purchasing and payment procedures by consolidating supplier invoices and eliminating requisition form processing. The Procurement Card is an addendum to the County’s Procurement Policy, and is subject to all of the provisions contained within the Procurement Policy. It is a method of procurement for small purchases.
- 1.0.2 The Procurement Manager has the responsibility for implementing the Procurement Card Program within the County. The County's Program Administrator, currently the Procurement Manager, is the County's primary representative to both the State Department of Accounts and the card vendor. The County’s Program Administrator is responsible for requesting cards, maintenance of accounts, card cancellation, and other communications to the card vendor. The Program Administrator may delegate authority to another approved individual to ensure no interruption of service to cardholders.
- 1.0.3 The Procurement Purchasing Card Procedures are based on the Commonwealth of Virginia’s Purchasing Card Program and Procedures, awarded to G.E. Capital in September 2005 as a result of a competitive negotiation process; language within the Commonwealth’s contract allows the County to utilize it. This contract is renewable through 2012.
- 1.0.4 **The County is liable for authorized charges made using the card.** Procurement Cards shall be used for official County and School purchases only. ***Use of the card for personal items is not permitted, even if the County will be reimbursed later.*** Efforts should be made to use the card where appropriate in order to maximize administrative cost savings. If you have questions on the appropriate use of the Procurement Card, please contact the County Procurement Purchasing Card Program Administrator.

## 1.1 Card Benefits and Restrictions

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### 1.1.1 Benefits

The Procurement Purchasing Card may be used to purchase goods within the spending limits of any type that are not prohibited (ie goods that are available through existing contracts). Examples of items that may be purchased include but are not limited to, books, subscriptions, appropriate internet purchases, miscellaneous hardware, special presentation materials not available from contract sources, special copy requests that can’t be processed internally, emergency supplies due to conditions that arise (tarps, bottled water, blankets), low –fee classes or registrations as allowed by the respective Travel/Education policies, and local purchases to satisfy immediate needs. Many business both local and through the internet, readily accept this form of purchasing, enabling cardholders to obtain goods previously not available through the use of the Purchase Order.

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### 1.1.2 Spending Limits

Spending limits per transaction and per month are listed on the application form and may be selected by the Department Head/Constitutional Officer/Principal. At the point of sale, if the amount of the purchase exceeds the per-transaction limit or the charges per billing cycle will be exceeded by the purchase, the purchase will not be authorized. ***Use of the card for personal items is not permitted, even if the County will be reimbursed later.***

### 1.1.3 Commodity/Industry Limits

Purchase of alcoholic beverages or inappropriate goods or services is prohibited while using the Procurement Purchasing Card, as is also prohibited while using Purchase Orders. Cards may be restricted to prohibit spending in one or more of the five predefined commodity/industry categories listed below. The commodity/industry categories are listed on the application form and may be selected by the Department Head/Constitutional Officer/Principal.

Travel	Car Rental	Gas/Oil	Accommodations
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Due to both insurance and licensure requirements in purchasing services, the Procurement Purchasing Card may not be used to purchase services unless they are more simplistic, such as film development; all other services should be purchased through the use of the Purchase Order. As with any questionable purchase, consult the Procurement Card Program Administrator for guidance. A signed Travel Authorization Form is required for any travel expenses to be incurred on the Procurement Purchasing Card; in addition to this signed form, written authorization by the County Administrator or Board of Supervisors as applicable, is also required. The Procurement Purchasing Card may only be activated for travel expenditures of this nature when the Program Administrator receives this written approval along with the appropriate Department Head/Constitutional Officer/Principal's approval to activate that specific category; the category will then be de-activated as applicable.

### 1.1.4 Preferred Supplier Limits

A preferred supplier limit restricts a card to specifically named vendors, for example, vendors currently under contract with the County. The County may, at their discretion, use this option to limit expenditures for Office Supplies given the existence of three highly competitive Office Supply contracts available for use; or, Computer Hardware/Software purchases, given the restrictions requiring prior approval for these purchases as contained in the current County Policy.

## 1.2 Obtaining a Procurement Purchasing Card

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- 1.2.1 Obtain the Procurement Purchasing Card – Application/Agreement from the Procurement Intranet Forms Area/Procurement Card Program Administrator. An Application/Agreement is also included in Appendix A of this document. The card will be issued in the name listed on the Application/Agreement in the "Employee (Cardholder) name/title" field.
- 1.2.2 Information about spending limits and card restrictions needed to complete the application is included in the preceding section. Complete the application and have it signed by the Cardholder's Department Head/Constitutional

Officer/Principal. The Department Head/Constitutional Officer/Principal must explain on the form why a card is recommended for the applicant.

- 1.2.3 Circle the requested Dollar Limit per Transaction and Dollar Limit per Month.
- 1.2.4 Send the completed application with original signatures to the Procurement Purchasing Card Program Administrator in the Procurement Division. Approved applications will be sent to the card vendor for issuance of a card.
- 1.2.5 New cards will normally be produced and sent to the Program Administrator within seven days of submission of our request.
- 1.2.6 The Program Administrator will notify Cardholders when their card has been received and is ready to be picked up. Cardholders **must** sign for their card and will be given a copy of the Procurement Purchasing Card Procedures at that time. Cardholders must complete Card Training prior to issuance.

### 1.3 Activating a Card

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Cardholders must call the card vendor Procurement Purchasing Card Center Customer Service (through GE Capital, the Card Issuer) at 1-866-834-3227 to activate a new card. This number is also on a sticker on the card. Callers will be asked to verify certain information before the card is activated. The card becomes activated immediately after the call.

### 1.4 Procurement Purchasing Card Security

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- 1.4.1 Authorized use of the Procurement Purchasing Card is limited to the person whose name appears on the face of the card. The Procurement Purchasing Card must not be loaned to another person; however, the Card may be used to make purchases for another employee.
- 1.4.2 The Procurement Purchasing Card, and any document containing the Procurement Purchasing Card Account Number, **must** be kept in a secure location.
- 1.4.3 If the Procurement Card is lost or stolen, the Cardholder must immediately notify the vendor Procurement Purchasing Card Center Customer Service (GE Capital) at 1-866-834-3227 and the County's Program Administrator at 540-428-8713.
- 1.4.4 Do not give out the card number unless you trust the source.
- 1.4.5 The County is liable for the use of the Procurement Purchasing Card by authorized users, provided that use is within the single per transaction dollar limit.

### 1.5 General Ordering Guidelines

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- 1.5.1 Remind all vendors, the County/Schools are exempt from sales tax, and, if requested; the Finance Department, Accounts Payable Section will fax or mail a Fauquier County/Schools Sales and Use Tax Certificate of Exemption to the vendor. County Tax Exempt #: 546001274; School Tax Exempt #: 546001276. (Note: these tax exempt numbers will be printed on the face of every Procurement Purchasing Card). **The County is not exempt from sales tax on restaurant, catering, and lodging charges.**

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- 1.5.2 Be sure to include the Originating department's name as part of the billing and shipping address.
- 1.5.3 Try to negotiate FOB Destination, freight prepaid and allowed shipping terms (shipping terms are explained in the current Procurement Procedures manual).
- 1.5.4 Request Inside Delivery, if required.
- 1.5.5 Request that the vendor NOT put the Procurement Purchasing Card number on the exterior of the shipping container.
- 1.5.6 Information to obtain from supplier:
  - 1.5.6.1 Order confirmation or tracking number, date order is placed, and the name of person taking the order if by phone.
  - 1.5.6.2 Base cost of purchase.
  - 1.5.6.3 Promised or anticipated delivery date.
  - 1.5.6.4 Freight costs. If a fixed amount can't be provided, try to get a not-to-exceed amount.
- 1.5.7 Save all documentation pertaining to the purchase, including such items as shipping papers and packing slips. Remember to print internet pages showing your order or confirmation of order. This type of documentation must be attached to the Transaction Log and kept on file by the Cardholder's Department for reconciliation to the charge card statement/Transaction Log and for audit purposes.

## 1.6 Returning Purchases

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- 1.6.1 The Cardholder should contact the vendor and process the return with the vendor in the manner agreed upon.
- 1.6.2 The Cardholder should use the following guidelines when returning purchases, or for other disputed items such as sales tax charged:
  - 1.6.2.1 Returns should be handled as credits and treated as separate transactions on the transaction log.
  - 1.6.2.2 A separate transaction must be placed to re-order the correct item.
  - 1.6.2.3 **Cash refunds are not allowed, even as a means of receiving a credit.**

## 1.7 Reconciliation of Cardholder Statements

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- 1.7.1 Internal Controls
  - 1.7.1.1 Department Head/Constitutional Officer/Principal is responsible for developing internal control procedures to ensure that its Transaction Log with original cardholder statements, properly signed, with necessary expenses properly explained and coded for payment, and all receipts attached are received in

the Finance Department, Accounts Payable Section by the designated deadline (to be confirmed in training sessions). For those Departments that do not meet the deadline, continued delinquencies shall result in suspension or termination their credit card privileges. The Procurement Division will periodically review monthly statements for compliance.

- 1.7.1.2 Department Head/Constitutional Officer/Principal is responsible for assigning a default budget code for each card.
- 1.7.1.3 Department Head/Constitutional Officer/Principal is responsible for maintaining copies of each cardholder statement, with appropriate backup documentation, for a period of at least five years.
- 1.7.1.4 Cardholders are responsible for making sure that educational training (i.e. conferences, registration, etc.) related charges to their Procurement Card are included in the appropriate section of any related Travel Expense and Reimbursement Form, **BUT ARE NOT INCLUDED IN THE REIMBURSEMENT SECTION** of the Travel Expense and Reimbursement Form, in accordance with the applicable Travel Policy.
- 1.7.1.5 Computer and other technology items charged to the Procurement Card must be made in accordance with Information Technology Department Computer Purchase and Use Policies, or any other applicable policy relating to this type of purchase.
- 1.7.2 Cardholder Reconciliation Procedures
  - 1.7.2.1 Cardholders are responsible for obtaining their monthly billing statements and ensuring that the properly reconciled original cardholder statements are submitted to the Finance Department, Accounts Payable Section, by the deadline. Cardholders are encouraged to download statements from the on-line access to ensure prompt review and payment (reference 1.14).
  - 1.7.2.2 Cardholders shall review their monthly statement for accuracy by comparing statement charges to the supporting documentation for each purchase.
  - 1.7.2.3 Disputed charges should be reported as soon as possible.
  - 1.7.2.4 For each transaction on the monthly cardholder statement, the Cardholder must note on the statement near each charge that will not be charged to the default budget code, the budget code for the purchase.
  - 1.7.2.5 For cards authorized for travel, the name and date of the conference attended and/or purpose of the travel and the person(s) attending must be noted near the charge. In addition, a copy of respective travel reimbursement voucher with the appropriate approvals in writing shall be included.
  - 1.7.2.6 Either on the statement or attached to the statement, **summarize all charges by budget code.**
  - 1.7.2.7 Two signatures are required on each Transaction Log, accompanied by the original cardholder statement.

- 1.7.2.7.1 The Cardholder must sign the statement to certify the charges and vouch for receipts for every item listed.
- 1.7.2.7.2 The second signature must be either the Department Head/Constitutional Officer/Principal. The person who signs in addition to the cardholder must verify that the charges are legitimate (other than those being disputed), the documentation is appropriate, and payment is approved. The second signature must be on the Finance Department list of persons authorized to approve disbursements.
- 1.7.2.7.3 Statements should be legible to verify signatures per the authorized signature forms on file with the Finance Department.
- 1.7.2.8 Attach the supporting documentation (receipts and authorization) to the original statement and send it to the person who will approve the charges and provide the second signature.
- 1.7.2.9 After obtaining the second signature, make a copy of the Cardholder statement, attach all supporting receipts and documentation of charges to the copy and forward to the Finance Department, Accounts Payable Section.
- 1.7.2.10 For any charges on the card that should be charged to a budget code other than the default code, but were not so indicated on the cardholder statement sent to Finance, prepare a journal entry to change the charge to the proper budget code and send the Journal Entry to the Finance Department, Accounts Payable Section, within **three days** of review.
- 1.7.2.11 Cardholders must provide personal payment for any purchase appearing on the statement, as noted on the Transaction Log, without a receipt or supporting documentation. Payments made by check shall be payable to "Treasurer, Fauquier County". Transaction Logs with personal payments attached will result in the immediate revocation of that card holder's Procurement Purchasing Card. Exceptions to this requirement may only be made upon consultation with the Program Administrator.

## 1.8 Disputing a Charge

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- 1.8.1 The County has 60 days after the billing statement date to give the card vendor written notice of a disputed charge.
- 1.8.2 The Cardholder should try to resolve the issue with the vendor. If successful, make every effort to get written confirmation of the credit to be issued.
- 1.8.3 If the Cardholder is unsuccessful in resolving the issue, the Cardholder must **immediately** fax a completed dispute form found in Appendix A, also on Procurement Forms Section of the Intranet, to the Procurement Purchasing Card Customer Service Center (**GE CPS**), at 1-866-741-3092, and fax a copy to the Program Administrator at Fax # 540-347-5753.
- 1.8.4 Payment of disputed charges properly reported to the card vendor is not required while the card vendor investigates the dispute. A credit will be issued upon the card vendor's receipt of the written dispute. If the charge is found to be in error, the credit remains. If the charge is found to be accurate, the credit will be reversed and the card holder will



be responsible for payment on their next billing cycle. The average time for billing dispute resolution after the receipt of the written notice is 45 – 60 days.

### 1.9 Cancellation of Card

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The Department Head/Constitutional Officer/Principal is responsible for returning a cardholder's card to the Program Administrator when the employee terminates employment, misuses the card, transfers to another Department, or no longer needs the card. It is preferable that the cardholder personally return the card to the Program Administrator prior to the change in the employee status causing the surrender of the card.

### 1.10 Reissuing of Card

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1.10.1 As cards approach their expiration date, they will automatically be reissued by the card vendor unless otherwise requested; or,

1.10.1.1 The card has not had any transaction activity for 18 consecutive months.

1.10.1.2 The account is currently delinquent.

1.10.2 Reissued cards are sent to the Program Administrator. The Cardholder will be required to pick up and sign for the new card from the Program Administrator. Cardholders must activate the reissued card the same way the original card was activated and turn in the old card to the Program Administrator to be destroyed.

1.10.3 Reissued cards will generally be produced between the 6<sup>th</sup> and 15<sup>th</sup> of the month preceding the expiration of the card. For example, a card expiring at the end of October should be reissued by the card vendor between the 6<sup>th</sup> and 15<sup>th</sup> of September.

### 1.11 Changes to Card

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1.11.1 The Program Administrator can make most changes needed by the Cardholder. The Department Head/Constitutional Officer/Principal must request any requested change using the "Card Maintenance Form" in Appendix A, also available on the Procurement Forms Section of the Intranet.

1.11.3 Changes made by the Program Administrator are usually posted the day after entry. Changes requiring action by the card vendor may take longer, and no specific estimates are available.

### 1.12 Charge Card Statement Guidelines – Procurement and Finance

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1.12.1 The Finance Department, Accounts Payable Section is responsible for verifying payments to the card vendor.

1.12.2 Due to the length of time allowed for the County to pay the corporate monthly billing statement, the Program Administrator may authorize payment from the master billing statement prior to receiving statements from all individual cardholders. The Finance Department, Accounts Payable Section will process payment prior to the due date.

1.12.3 Upon receipt of the corporate monthly billing statement the Accounts Payable Section personnel responsible for data entry will verify the corporate billing statement charges with the Transaction Log and individual cardholder statements submitted and enter appropriate payment information into the subsystem in preparation for payment. Charges shall be coded as indicated by the Department on the cardholder statement.

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If a cardholder fails to submit a cardholder statement, the charges shall be coded to the cardholders default budget code.

- 1.12.4 Once the subsystem entries are made, the Accounts Payable Section will forward the corporate master billing statement to the Treasurer's Office for payment.

### 1.13 Project Administrator Management Reports

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The County's Program Administrator can generate management reports from online access through the card vendor's Strategic Account Management System (SAM).

### 1.14 Cardholder Management Reports

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Cardholders will have access to online reporting, including printing of monthly statements, and are strongly encouraged to print monthly statements from online access rather than wait for mailed statements, to avoid any delays in processing payment.

### 1.15 Adding Suppliers to Card Program

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You may refer suppliers to this site for information on how to become accepters of MasterCard. [www.ge.com/capital/cardservices/corpcard/suppliers.htm](http://www.ge.com/capital/cardservices/corpcard/suppliers.htm)

### 1.16 Consequences of Card Misuse/Abuse

1.16.1 Section 8.9 – 8.11 of the Procurement Policy notes the consequences for misrepresenting, falsifying, or in any other manner, violating the ethics of public contracting, which all apply in turn to the use or misuse of the Procurement Purchasing Card; violations may lead to any fine or penalty provided by law including forfeiture of employment. Failure to comply with the program and County's policy and procedures may result in the revocation of Procurement Purchasing Card privileges and if the Procurement Purchasing Card is used for unlawful or improper purposes, the employee may also be subject to disciplinary action for that misconduct (see excerpt from Procurement Policy, Section 4.8, below)

#### 4.8 Unauthorized Purchases.

(1) *Whenever any officer or employee of Fauquier County purchases or contracts for any supplies or services contrary to the provisions of the Purchasing Procedure or this Policy, such purchases or contract shall be void and shall not be considered to be an obligation of Fauquier County.*

(2) *Any Fauquier County officer or employee making or approving a purchase contrary to the provision of the Purchasing Procedures or this Policy shall be personally liable for the costs of such purchases or contract. If already paid out of Fauquier County funds, the amount thereof may in the name of Fauquier County, be recovered by deduction from that person's compensation or an appropriate legal action instituted.*

- 1.16.2 Failure to provide receipts attached to the Transaction Log will result in personal payment of that purchase, by the Cardholder, as noted in 1.7.2.11, page 8. Consequences for card misuse are as follows:

First incident, e-mail to Cardholder and their Supervisor noting the incident.

Second incident: Card revoked, immediately returned to the Program Administrator, for a period of no less than one, no more than three, months.

Third incident: Card cancelled.

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### 2. FREQUENTLY ASKED QUESTIONS (FAQ's):

#### 2.1 What Do I Do If My Card Is Lost Or Stolen?

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2.1.1 Immediately call the GE Procurement Card Center Customer Service Program Administrator at 1-866-834-3227.

2.1.2 Immediately notify the County's Program Administrator at 540-428-8713.

#### 2.2 Can Another Person Use My Procurement Card?

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No. You are the only person authorized to incur charges; however, you may use the Card to make purchases for an employee in your Department.

#### 2.3 Do I Submit An Expense Report For My Purchases?

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No. **Do not request reimbursement for items charged on the card**; however, anyone submitting a Travel Expense and Reimbursement Form must report allowable travel related expenses charged on the card (e.g., conference fees, registration, etc. ) under the "Related Expenses Summary Section" as reference for other costs not being reimbursed; if written pre-payment authorization was received, that also should be attached.

#### 2.4 What Do I Do With My Monthly Cardholder Statement?

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Use your statement to verify and track your purchases. Retain any and all documentation to ensure that goods billed to the Card have been received. After reconciling your statement, sign it and have your Department Head/Constitutional Officer/Principal sign it, then make a copy of it and attach all documentation to it. Retain the statement copy and documentation in your files for at least five years. On the original statement, note any change to default charge code, explain travel and restaurant charges and send the original statement to the Finance Department, Accounts Payable Section no later than the close of business on the designated date by Procurement.

#### 2.5 What Do I Do If A Purchase Is Denied?

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Your purchase might have exceeded the spending limit on your Card. Contact the County's Program Administrator at 540-428-8713.

#### 2.6 What Do I Do If I Need To Change my per Transaction or Per Month Limit?

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After securing Department Head/Constitutional Officer/Principal approval, fill out a Card Maintenance Form reflecting the limit change and forward the completed form to Procurement with the proper approval signature.

#### 2.7 What Do I Do If A Supplier Does Not Accept This Procurement Card?

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Contact the County's Program Administrator. The Program Administrator will work with the vendor to register to accept the card.

#### 2.8 Who Do I Contact To Resolve A Dispute Concerning My Card?

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You should first contact the supplier. Most issues can be resolved between the cardholder and supplier. If you are unsuccessful in resolving the issue, complete either the Dispute Form in the Appendix of this document, **immediately** fax the completed form to **GE CPS**, at 1-866-741-3092, and fax a copy to the Program Administrator at 540-428-8713.

#### 2.9 What Do I Do If I Need To Return A Purchase?

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You will need to contact the supplier directly and make arrangements for the return.

#### 2.10 What Do I Do If I Want To Cancel My Card?

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Complete the applicable Program Administrator of the Card Maintenance Form and forward to Procurement.

**FAUQUIER COUNTY & FAUQUIER COUNTY SCHOOL BOARD  
PROCUREMENT PURCHASING CARD PROCEDURES**

**APPENDIX - A**  
**FORMS**

**FAUQUIER COUNTY & FAUQUIER COUNTY SCHOOL BOARD**  
**PROCUREMENT PURCHASING CARD PROGRAM - APPLICATION/AGREEMENT (PILOT PROGRAM)**  
 (Submit to Procurement Division)

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The County Procurement Card issued to me is subject to the terms of the agreement with the card issuer and the County Procurement Card Procedures Manual, both of which are available from the Procurement Division, as well as to the terms of this Agreement. I agree to comply with the requirements of those documents.

1. I will strive to obtain the best value for the County by using contracts established or approved through the County's Procurement Division.
2. I understand the County is liable for all authorized charges made on the Card.
3. I agree to use my Card for approved purchases only and agree not to charge personal purchases, even if I intend to reimburse the County later. The County will audit the use of this Card and take appropriate action for misuse. Unauthorized use of the card may subject me to criminal penalties, and liability for reimbursement of improper charges in addition to revocation of the privilege of use of the card and disciplinary actions including termination of employment.
4. I agree to return the Card immediately upon request, upon termination of employment (including retirement), or upon transfer to another Department.
5. If my Card is lost or stolen, I will immediately notify the GE Capital Procurement Card Center Customer Service Program Administrator at 1-866-834-3227 and the County Procurement Card Program Administrator at 540-428-8713 .
6. The card issuer or the County may change the terms and conditions or its policies and procedures related to the use of the Card and I agree to comply with those changes, or immediately return my Card and relinquish the privilege of using the card.

If this request for a Card is approved and I am issued a Card, by my signature below, I acknowledge that I have read, understood, and agree to abide by the requirements of the card issuer, the County's Procurement Policy as amended and Card Procedures Manual, and this Agreement.

Employee (Cardholder) name/title:		Program Administrator name and billing address:
Date of Birth:		
Employee signature:		Default Budget Code:
Date:	Phone:	
Dollar Limit per Transaction (Circle ONE)	Dollar Limit per Month (Circle ONE)	Card Restrictions
\$100 \$500 \$1,000 \$1,500 \$2,000	\$500 \$1,000 \$2,000 \$3,000 \$4,000 \$5,000 <i>For Pilot Program, limit will not exceed \$2000 unless needed.</i>	<u>The card will be restricted to prohibit purchases in the commodity/industry categories listed, unless checked.</u> _____ Travel*    _____ Car Rental    _____ Gas/Oil _____ Accommodation*    * Subject to written pre-approval All other purchases as allowed by the current Procurement Policy may be made within the dollar limit transactions, except those expressly forbidden such as services requiring insurance/licensure, alcoholic beverages, meals, office supplies already under contract, and computer hardware/software as outlined in the applicable County policy.
As Program Administrator/ Department Head/Constitutional Officer/Principal, I recommend this employee be issued a Procurement Card because:		

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As the employee's Program Administrator/Department Head/Constitutional Officer/Principal, I acknowledge that I am responsible to ensure that the employee abides by the above conditions. I am responsible for taking appropriate action in situations involving misuse of the Card. I am responsible for notifying the County Procurement Card Program Administrator to cancel the card of any Cardholder if the Cardholder is terminated for any reason, or if the Cardholder transfers to another Department within the County. By signing the below, I acknowledge that I have reviewed and approved the charges and respective code budgets attached and designations. Cardholder Department Head/Constitutional Officer/Principal  
Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Procurement Division: Date: \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

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### Fauquier County & Fauquier County School Board Procurement Purchasing Card **CARD MAINTENANCE FORM (PILOT PROGRAM)**

Submit to Procurement Card Administrator

Cardholder Signature:					Date:	
Program Administrator Signature:					Date:	
<b>PROGRAM ADMINISTRATOR: CHANGES:</b>						
Cardholder Name As It Appears on Card:						
Cardholder Name As It Should Appear on Card:						
Current Business Mailing Address			Street or PO Box	City		State Zip Code
						VA
New Business Mailing Address			Street or PO Box	City		State Zip Code
						VA
Old Default Budget Code	Rev / Exp	Fund	Major	Object	Cost Center	
New Default Budget Code	Rev / Exp	Fund	Major	Object	Cost Center	
Current Transaction Limit ( <i>Check One</i> ): <input type="checkbox"/> \$ 100 <input type="checkbox"/> \$ 500 <input type="checkbox"/> \$ 1,000 <input type="checkbox"/> \$ 1,500 <input type="checkbox"/> \$ 2,000						
New Transaction Limit ( <i>Check One</i> ): <input type="checkbox"/> \$ 100 <input type="checkbox"/> \$ 500 <input type="checkbox"/> \$ 1,000 <input type="checkbox"/> \$ 1,500 <input type="checkbox"/> \$ 2,000						
Current Monthly Limit ( <i>Check One</i> ): <input type="checkbox"/> \$ 500 <input type="checkbox"/> \$ 1,000 <input type="checkbox"/> \$ 2,000 <input type="checkbox"/> <del>\$ 3,000</del> <input type="checkbox"/> <del>\$ 4,000</del> <input type="checkbox"/> <del>\$ 5,000</del> *						
New Monthly Limit ( <i>Check One</i> ): <input type="checkbox"/> \$ 500 <input type="checkbox"/> \$ 1,000 <input type="checkbox"/> \$ 2,000 <input type="checkbox"/> <del>\$ 3,000</del> <input type="checkbox"/> <del>\$ 4,000</del> <input type="checkbox"/> <del>\$ 5,000</del> *						
Current Industry Restriction ( <i>Check One</i> ): <input type="checkbox"/> Travel <input type="checkbox"/> Car Rental <input type="checkbox"/> Gas/Oil <input type="checkbox"/> Restaurant <input type="checkbox"/> Accommodation						
New Industry Restriction ( <i>Check One</i> ): <input type="checkbox"/> Travel <input type="checkbox"/> Car Rental <input type="checkbox"/> Gas/Oil <input type="checkbox"/> Restaurant <input type="checkbox"/> Accommodation						
Add the Following Preferred Vendors ( <i>List Full Vendor Name</i> ):						
Remove the Following Preferred Vendors ( <i>List Full Vendor Name</i> ):						
Check Applicable Item Below To Cancel or Replace Card:						
<input type="checkbox"/> Employment Terminated <input type="checkbox"/> Changed DeProgram Administratorrtment <input type="checkbox"/> Card Lost <input type="checkbox"/> Card Stolen <input type="checkbox"/> Card Not Received <input type="checkbox"/> Card Mutilated <input type="checkbox"/> Error on Card Issued <input type="checkbox"/> Card Not Received <input type="checkbox"/> Other						
Comments:						
Cardholder Name/Signature:				Date:		
Cardholder Supervisor Name/Signature:				Date:		

\* For Pilot Program, no adjustment above \$2,000 will be permitted unless circumstances dictate/Program Administrator specifically authorizes.

## Fauquier County &amp; Fauquier County School Board Procurement Card

## DISPUTE FORM

[back to top](#)

If you have a transaction appearing on your statement that you believe is in error, please complete and sign this form and **immediately** fax the completed form to **GE CPS**, at 1-866-741-3092, and fax a copy to the Program Administrator at 540-437-5753.

The card vendor must receive disputed information in writing no later than 60 days from the date of the statement on which the error or problem occurred.

Credit Card Number:	Amount: \$
Vendor Name:	
Reference Number: (from Credit Card Statement)	
Transaction Date:	Posting Date:

*Please select ONE of the following:*

1. I certify that the charge(s) listed above was/were not made or authorized by me, nor did I authorize anyone else to use my card.
2. Sales draft request (check one): Unfamiliar transaction \_\_\_\_\_ Need copy for records \_\_\_\_
3. I certify that the charge in question was a single transaction. I only authorized one charge and my card was in my possession at all times. The reference number of the charge I authorized is \_\_\_\_\_.
4. I am expecting credit to my account because \_\_\_\_\_.  
Please provide the merchant's written confirmation of credit.
5. I have not received the merchandise that was to have been shipped to me. Expected date of delivery was \_\_\_\_/\_\_\_\_/\_\_\_\_. I contacted the merchant on \_\_\_\_/\_\_\_\_/\_\_\_\_ and the merchant's response was \_\_\_\_\_.
6. I have returned merchandise on \_\_\_\_/\_\_\_\_/\_\_\_\_ because \_\_\_\_\_.  
Please provide proof of your return (such as a UPS/FEDEX or USPS manifest or receipt) or the merchant's written confirmation of credit.
7. Merchandise that was shipped to me arrived damaged and/or defective on \_\_\_\_/\_\_\_\_/\_\_\_\_. I returned it on \_\_\_\_/\_\_\_\_/\_\_\_\_. Please provide proof of your return (such as a UPS/FEDEX or USPS manifest or receipt) or the merchant's written confirmation of credit.
8. I was charged an incorrect amount. The sales slip was increased from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.  
Enclosed is a copy of my sales slip, which shows the correct amount.
9. I did not authorize a recurring charge of \$ \_\_\_\_\_ as services were canceled on \_\_\_\_/\_\_\_\_/\_\_\_\_. Method of cancellation was \_\_\_\_\_.
10. I cancelled this hotel reservation on \_\_\_\_/\_\_\_\_/\_\_\_\_. My cancellation number is \_\_\_\_\_.
11. Other: Please provide a **detailed** explanation of the dispute on a separate sheet of paper or on the reverse side of this form.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

Contact Number: Work: \_\_\_\_\_

Fax: \_\_\_\_\_

Other: \_\_\_\_\_

COMMENTS: \_\_\_\_\_





**FAUQUIER COUNTY/FAUQUIER COUNTY SCHOOL BOARD**  
**PROCUREMENT CARD TRANSACTION LOG WORKSHEET**

Cardholder Name: \_\_\_\_\_

Sheet: \_\_\_\_\_ of \_\_\_\_\_

Date	Supplier Name	Order No.	Item/Service Description	Total \$	Tax/N-Tax	Sales Tax	Received Date	Statement Date	Comments

Attachment 2

Date	Supplier Name	Order No.	Item/Service Description	Total \$	Tax/N-Tax	Sales Tax	Received Date	Statement Date	Comments

Cardholder Name: \_\_\_\_\_

Sheet: \_\_\_\_\_ of \_\_\_\_\_